

FACT SHEET
Operator Reimbursement Program
February 2006

1. The Operator Reimbursement Program began on July 1, 2002.
2. Operators must work for systems that serve 3,300 people or less.
3. The systems must be Community or Non-Transient Non-Community Public Water Supply systems.
4. Operators or system owners must initially pay for all expenses discussed below and then request reimbursement, using forms provided by the Department.
5. Expenses for wastewater certification are not eligible.
6. The operator's employment must be verified by their employer or the owner of the system.
7. Yearly operator renewal fees and operator training costs for approved continuing education credits (CEC's) acquired in Montana that are required every two years are eligible. These include the cost of the course, study materials required for the course, and travel (see #9 below).
 - a. Renewal fees for State Fiscal Year 2006 will be eligible for reimbursement. You will receive a statement for these fees in April or May.
 - b. Operators must be fully certified or grandfathered operators to receive reimbursement for continuing education credits.
 - c. Expenses for 3 or fewer operators for each system qualify for reimbursement per state fiscal year.
 - d. Operators must meet required training for the two-year CEC renewal requirements. Operators-in-training are not required to acquire CEC's.
8. Application and exam fees and pre-exam training for applicants are eligible for reimbursement.
 - a. Applicants must have an active application with the DEQ certification office to receive pre-exam training.
 - b. Only one application and one exam fee will be reimbursed per system per State fiscal year for systems with less than three operators.
 - c. Reimbursement for only one pre-exam training session per applicant is paid.
9. Mileage to and from class is eligible at current Federal rates. Per Diem for lodging and meals is eligible at State rates for **unpaid operators** only. Owners of a facility do not qualify as unpaid.
 - a. Transportation is currently \$.405 per mile to and from the destination.
 - b. Meals are eligible if an operator travels longer than 3 continuous hours in each time range shown below and a distance greater than 15 miles from home.

i. Morning 12:01AM to 10:00 AM	\$ 5.00
ii. Midday 10:01 AM to 3:00 PM	\$ 6.00
iii. Evening 3:01 PM to 12:00 Midnight	\$12.00
 - c. Maximum allowable reimbursement for lodging is \$60.00 plus bed tax (other rates will apply based on state rates for high-cost Montana cities). The single room rate must be included on the receipt
 - d. Maximum allowable reimbursement for lodging with out a receipt is \$12.00.
10. Please contact Jenny Chambers at 444-2691 for copies of reimbursement forms and if you should have questions.